



CITY OF SAN JOSÉ, CALIFORNIA

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## Building Division Informational Handout

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### Inspection Requests

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To request a Building Division inspection of work authorized by a current Building, Electrical, Plumbing, Mechanical or Reroof permit, call the Building Division's inspection request number at **(408) 535-3555**. The staff will process your inspection request. It will be necessary for you to have your permit with you when you call.

Inspections can be scheduled on the next available day or, at your request, the day after the next available day. If you request, the Building Inspector will call you between 7:00 a.m. & 8:00 a.m. on the day of the inspection to inform you of the two-hour window during the day within which your inspector's arrival time has been scheduled. You may also call the Building Division at (408) 535-3555 after 8:30 am on the day of your inspection to find out the scheduled two-hour window.

Inspections may also be requested by fax. For fax information, call the Building Division's inspection request number at (408) 535-3555.

If a project is being inspected by the Building Inspectors from the City's Code Enforcement Division, as noted on the plans and permit, then inspection requests are made by calling the Code Enforcement Inspector.

Additional information can be obtained by visiting our website at [www.sanjoseca.gov/building/](http://www.sanjoseca.gov/building/) or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St. Our hours are 9:00 a.m. to 4:00 p.m. with limited service between 12:00 p.m. and 1:00 p.m.